

Clerk & Recorder - Elections

Activity Overview

The Gallatin County Election Office is part of the Clerk and Recorder's Office in the General Fund, and is under the supervision of the Clerk & Recorder/ Surveyor. The Office does not generate a significant amount of non-tax revenue.

The Election Office is responsible for elections held within the county. The staff maintains the voter registration database and election management software, and holds elections required by federal, state, and county government. The voter registration database is Gallatin County's portion of the statewide database known as Montana Votes. The office also conducts elections for the Cities and Towns of Belgrade, Bozeman, Manhattan, Three Forks, and West Yellowstone, and various special districts including fire, water/sewer, and resort districts. In addition, the office provides election materials to the various school districts to assist them in performing their election duties.

Federal Laws regulating functions of the office include the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA). HAVA has been cited as the most significant election reform of federal election law since the Voting Rights Act of 1965.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation paid to those Clerk & Recorder's who act as the Election Administrator. The County approved payment of this stipend effective in October of 2005.

Activity Goals

- Successfully complete elections for:
 - 5 Municipalities,

- 13 Water & Sewer Districts,
- 1 Resort District,
- 14 Rural Fire Districts,
- 16 School Districts,
- the 2010 Federal Primary,
- and any special elections that may arise
- As a result of new legislation conduct our first audit recount of the 2010 Federal Primary is mandated
- Continue to improve Polling Place Accessibility.
- Move polling places within Bozeman to the Fairgrounds and Reno H. Sales Stadium
- Continue to increase the number of voters who vote by mail.

Recent Accomplishments

- Successfully completed a record breaking 2008 Federal General Election.
 - 73% voter turnout with 48,410 people voting.
 - 22,468 absent ballots counted.
 - 12,594 voters came into the Courthouse to get an absentee ballot.
 - Processed 651 late registrations on Election Day.
- Implemented precinct counters in 16 of the 46 precincts.
- Completed 9 special district elections.
- Moved the Election Office from 1st floor to 2nd floor of the Courthouse to expedite the voting process for late registration.
- Mailed approximately 16,000 confirmation notices to permanent absentee voters.
- Purchased 2nd ballot counter to provide redundancy in counting equipment

GENERAL GOVERNMENT

Clerk & Recorder - Elections

Activity Budget

Object of Expenditure	Actual FY 2008	Final FY 2009	Actual FY 2009	Start-Up FY 2010	Request FY 2010	Preliminary FY 2010	Final FY 2010
Personnel	\$ 137,190	\$ 152,308	\$ 173,782	\$ 134,340	\$ 149,205	\$ 148,310	\$ 148,310
Operations	236,571	236,558	222,171	239,974	256,825	256,825	256,825
Debt Service	-	-	-	-	-	-	-
Capital Outlay	2,167	115,035	64,600	-	32,000	-	-
Transfers Out	-	-	-	-	-	-	-
Total	\$ 375,928	\$ 503,901	\$ 460,553	\$ 374,314	\$ 438,030	\$ 405,135	\$ 405,135

Budget by Fund Group

General Fund	\$ 375,928	\$ 503,901	\$ 460,553	\$ 374,314	\$ 438,030	\$ 405,135	\$ 405,135
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 375,928	\$ 503,901	\$ 460,553	\$ 374,314	\$ 438,030	\$ 405,135	\$ 405,135

Funding Sources

Tax Revenues	\$ 146,908	\$ 148,392	\$ 135,626	\$ 110,230	\$ 173,946	\$ 217,697	\$ 217,697
Non-Tax Revenues	157,368	182,368	166,679	135,469	135,469	166,524	166,524
Cash Reappropriated	2,167	173,142	158,247	128,615	128,615	20,914	20,914
Total	\$ 306,443	\$ 503,902	\$ 460,553	\$ 374,314	\$ 438,030	\$ 405,135	\$ 405,135

Activity Personnel

No. of Positions	FT/PT	Title	FTE
4	Full-Time	Support Staff	4
4.		Total Program	4

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2010 Budget Highlights

Personnel

- The Election Office has been working with 2 full time staff members throughout FY2009 and have been filling in with temporary help. We will hire a third person in FY2010.

Operations

- The cost of running polling place elections has increased significantly due to the amount of equipment and supplies that are required at each polling place. In an attempt to control costs, we plan to combine a few precincts where many of the voters are now voting by mail, and consolidate some of the Bozeman precincts into buildings at the Fairgrounds.

Capital

- Update polling places for access – \$32,000 – less grant matching funds.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder - Election department is striving to fulfill those goals.

Exceptional Customer Service

- Accurate Election information easily accessible to the public.
- Respond to inquiries in a customer friendly manner.

Be Model for Excellence in Government

- Timely response to election queries.
- Retain the integrity of the election process

Improve Communications

- Interdepartmental Communication.
- Improve access to public information (information on website and media blitz)

To be the Employer of Choice

- A pleasant, respectful work environment.
- Retain current staff.

GENERAL GOVERNMENT

Clerk & Recorder - Elections

WORKLOAD INDICATORS / PERFORMANCE MEASURES

Workload Indicators		Actual	Actual	Actual	Projected
Indicator		FY 2007	FY 2008	FY 2009	FY 2010
1.	Number of voter applications processed	9,500	12,000	16,588	15,000
2.	Number of confirmation cards issued to voters	10,500	17,000	16,588	15,000
3.	Trained election judges	0	325	0	400
4.	Number of ballots mailed	30,731	83,589	48,520	65,000
5.	Number of signatures verified	29,327	39,808	34,202	40,000
6.	Conduct successful elections	8	14	10	9

Performance Measures		Actual	Actual	Actual	Projected
Measure		FY 2007	FY 2008	FY 2009	FY 2010
1.	% of voter registration applications processed within 60 days	N/A	100%	100%	100%
2.	% of confirmation cards mailed weekly	90%	100%	100%	100%
3.	Results complied from election judge post election survey	0%	100%	0%	1000%
4.	% of Absentee ballots mailed by required deadline	100%	100%	100%	100%
5.	% of Mail ballots mailed by required deadline	100%	100%	100%	100%
6.	-Meet certification deadline	100%	100%	100%	100%
	-Meet notification deadline	100%	100%	100%	100%
	-Meet counting/canvas deadline	100%	100%	100%	100%

Comments